**IB Business Management – IA – Research Project [SL]**

1. **Title Page:**

* Name:
* Student ID No.
* Grade:
* Date:
* The Title of the written commentary: i.e the RESEARCH QUESTION
* The **WORD COUNT**
* The declaration of authenticity

1. **Table of Contents:**

* Begin with introduction
* Number the pages

1. **Introduction:**

* Briefly demonstrates some background information about the business organization
* Gives clear outline of the issue/problem under investigation
* Explains the methodology used to investigate this problem
* Business tools, techniques and theory should be included to present the commentary in appropriate business format and to support the analysis and judgment with relevant business concepts and theory

1. **Findings & Analysis & Discussion**

* Findings from the supporting documents should be presented and analyzed with the help of relevant tools, techniques & theories to answer the question
* The Supporting Documents should be included in the appendices, with relevant sections highlighted by the student.
* Although it is mandatory to include sources as supporting documents, this does not mean that the investigations should be limited to these documents.(Primary Sources also can be used)
* Any sources consulted by the students but not chosen as supporting documents should be referenced in the body of the commentary and included in the bibliography/Appendix
* Finding should be interpreted in the light of the title question taking into account business theory and using, as far as possible, business tools and techniques
* This analysis could be included as a separate section or it could be included with findings (findings and analysis)
  + What main themes emerge from the analysis of the supporting documents
  + Why and how are they helpful (or not) to answer the commentary question
* An evaluative approach to this discussion of finding should be pursued: E.g.
  + What are the strengths and weaknesses of the various position on the issue or problem &
  + What are their implications

**Different supporting documents should be analyzed in such a manner that their relevance to the question is clearly established. The analysis should also show how the supporting documents relate to each other.**

1. **Conclusion:**

* The commentary question should be explicitly answered based on the analysis of the supporting documents
* The conclusion should not introduce facts or arguments that have not been discussed in the previous sections of the commentary
* Rather it is a good practice to include those aspects of the commentary question that have not been answered in the commentary /might need further analysis/investigation in order to be judged more effectively

1. **Bibliography & Referencing**

* Commentary should contain correctly presented references and a bibliography
* Only books and web pages actually consulted should be included.
* The access dated to the web pages consulted should be specified.
* If the student refers to sources of any type, these should be referenced through the use of foot notes
* Any sources consulted by the student but not chosen as supporting documents should be referenced in the body of the commentary should be included in the bibliography

1. **Appendix**

* Include 3-5 Supporting Documents chosen by the students as the structuring documents for the commentary.
* The chosen documents have to be included in their complete form, although relevant parts to the investigation have to be clearly identified.
* Supporting Documents Should be printed with:
  + Supporting Document (1 , 2, 3, 4 or 5) in the heading
  + The Title:
  + Published date:
  + Web Link :

**Good Luck ☺**